

UT Report Card Validation

This new report now appears in the Mark Reporting menu. The UT Report Card Validation is actually 6 separate sub-reports. These reports are designed to check/validate all aspects of report card data prior to printing MidTerm/Report Cards to ensure their validity and accuracy.

Sub-Report Descriptions

- **Course Credit Exceptions**
Displays courses awarding more, or less, than the base credit amount.
***Note: Some courses that appear on this report are setup correctly. Please check for those that appear to be incorrect.
- **Awarded Credit Discrepancy**
Students/Courses appearing in this report have been awarded credit that is inconsistent with course setup.
- **Validate Student GPAs**
Students appearing on this list had GPA inconsistencies that were corrected or cannot be corrected due to data errors as noted by the status column next to each student. If students have inconsistencies that could not be corrected please contact your school/district technical support.
- **Unposted Marks**
Displays a listing of Teachers that have unposted marks for the students listed.
- **Mark Exceptions**
Students appearing on this list received marks that were not consistent with course setup.
- **Withdrawn Student Marks**
Students appearing on this list withdrew prior to the end of the term and/or the Post Mark Date Deadline and were still awarded marks. Please verify that these marks are valid.

The reports are broken into two groups, “Required Validation Reports” and “Optional Validation Reports” (see graphic below).

The screenshot shows a software window titled "SIS 2000+ Report Card Validation". It contains several input fields and checkboxes. At the top, there are two fields: "Mark Terms" with a dropdown menu showing "M1:Term 1 Final Grades" and "Term End Date" with a text box showing "11/26/2003". Below these is a "Validation Date" field showing "12/08/2003" with a note "(Date required validation reports were last run.)". The main area is divided into two columns of checkboxes. The left column is titled "Required Validation Reports:" and includes checkboxes for "Course Credit Exceptions", "Awarded Credit Discrepancy", and "Validate Student GPA's". The right column is titled "Optional Validation Reports:" and includes checkboxes for "Unposted Marks", "Mark Exceptions", and "Withdrawn Student Marks". At the bottom of the window are three buttons: "Preview", "Print", and "Quit".

Mark Terms	Term End Date
M1:Term 1 Final Grades	11/26/2003

Validation Date	(Date required validation reports were last run.)
12/08/2003	

Required Validation Reports:	Optional Validation Reports:
<input checked="" type="checkbox"/> Course Credit Exceptions	<input checked="" type="checkbox"/> Unposted Marks
<input checked="" type="checkbox"/> Awarded Credit Discrepancy	<input checked="" type="checkbox"/> Mark Exceptions
<input checked="" type="checkbox"/> Validate Student GPA's	<input checked="" type="checkbox"/> Withdrawn Student Marks

Preview	Print	Quit

Required Validation Reports

- The required reports run by default the first time data is validated for report cards in a given term.
- The required reports are disabled for Progress Terms since credit and GPAs are not a factor with MidTerms.
- Once the report card data has been validated initially, the required reports become optional for subsequent runs of the reports.

Each time the required reports are run, the “Validation Date” is recorded in the database (see graphic).

Validation Date	<input type="text" value="12/08/2003"/>	(Date required validation reports were last run.)
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Optional Validation Reports

- These reports can be run at any time.
- It is recommended that the optional reports be run prior to printing both Report Cards and MidTerm Progress reports.

Relationship To Report Card

Prior to Initial Validation

- Batch Printing of Report Cards (Printing for 2 or more students) will not be allowed if required validation reports have not been run.
- When printing for one student a warning that the Report Card data has not been validated will appear.

After Initial Validation

- Batch Printing is allowed but a warning message appears displaying the date the Report Card data was last validated and recommending that it may need to be validated again.
- Printing of single report cards is allowed with no warnings.

*****Note: These warnings and safeguards remain in effect until 10 school days after the term is completed.**

Validation is not required for MidTerm/Progress Reports and no warnings appear.